OISE/UT LIBRARY
3 0005 0314 8201 4

Elementary School
Secondary School
and Vocational Courses

Correspondence Courses 1969-1970

Ontario Department of Education

OHEC
374.4713
059DE/C
1969/70

Correspondence Courses 1969-70

Elementary School, Secondary School and Vocational Courses

Ontario Department of Education

This booklet, which is an annual publication, should be retained by students and by educators directly interested, or passed along to other persons to whom it may be useful.

Contents

1 I Foreword

II Elementary School Correspondence Courses

3 **1. For Children Under Sixteen Years of Age**
4 **2. For Persons Sixteen Years of Age and Over**

III Secondary School Correspondence Courses

7 **1. Introduction**
8 **2. Conditions for Enrolment**
9 **3. Courses Offered**
13 **4. Guides for Selecting Courses**
15 **5. Guides for Selecting Suitable Levels of Enrolment in Subjects**
18 **6. Cost**
- i) Fees
- ii) Material and Services Provided
- iii) Recommended Dictionaries
- iv) Textboks for Grade 13 Students

23 **7. Enrolment Procedure**
25 **8. Aids to Study**
26 **9. Instructions for Completing and Returning Lessons**
27 **10. Re-enrolment**
28 **11. Requirements for Standing**
29 **12. Certificates and Diplomas**
34 **13. Course Descriptions and Index**

IV Vocational Courses

55 **1. Canadian Vocational Correspondence Courses**
57 **2. Other Sources For Vocational Courses**

Ontario Department of Education

Correspondence Courses, 1152 Bay Street, Toronto 181

Administrator/F. Hogg
Assistant Administrator/J. F. Rees

Registrar/J. E. Hall
Office Manager/W. A. Argue

Elementary School Courses:

Miss E. M. Froud (Elementary School Adviser)
Miss M. J. Garden (Courses for English-speaking Pupils)
Miss I. Vachon (Courses for Bilingual Pupils)

Secondary School Courses:

B. F. Ahrens, Adviser/Mathematics
A. H. Carter, Adviser/Science
Mrs. M. O. Carter, Adviser/Latin
Mrs. F. Deciry, Adviser/Français
W. M. Drew, Adviser/English
Mrs. D. E. Ferguson, Adviser/Business and Commerce
Miss A. C. N. Hall, Adviser/English and French
J. R. Levitt, Adviser/Mathematics
J. A. Lychek, Adviser/Business and Commerce
F. B. MacMillan, Adviser/Mathematics
Mrs. H. I. McSherry, Adviser/Science
Mrs. G. M. Moore, Adviser/English
G. A. Purdy, Adviser/Business and Commerce
B. E. Robertson, Adviser/Science
Miss D. Rogers, Adviser/History
J. H. Walker, Adviser/Geography

Telephones:

Administrator/365-2657
Registrar/365-2657
Advisers/365-6448
Office Management/365-6524

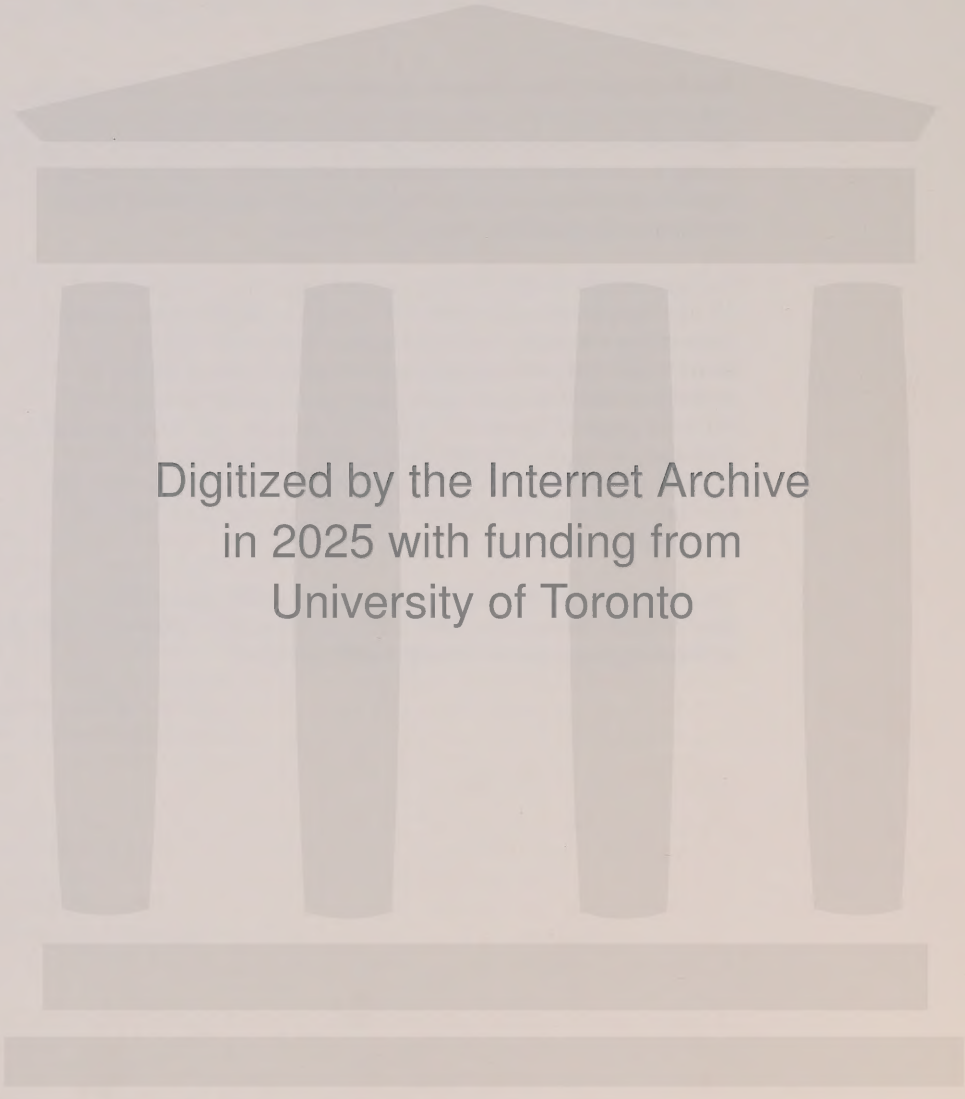
I Foreword

The Ontario Department of Education through its Correspondence Courses program provides an opportunity for school-age students to gain education from Grade 1 to Grade 13 when deprived of regular school attendance, and for adults to upgrade their education from Grade 7 to Grade 13.

The Correspondence Courses Section endeavours to make this free opportunity attractive and worthwhile by employing outstanding teachers in the province to write lessons, by revising courses whenever curriculum changes or needs of students indicate the necessity, and by having experienced teachers read the student assignments and give helpful comments, explanations and encouragement.

Larger numbers every year take advantage of the opportunity; 48,153 were enrolled in 1968-1969. Most of the children enrolled successfully completed a grade; many adults gained standing in senior elementary school subjects; still more gained standing in secondary school subjects; many completed the requirements for and were granted Secondary School Graduation and Honour Graduation Diplomas. It is expected that the number will continue to grow in 1969-1970. However large enrolment becomes, the Section will maintain, and improve wherever possible, the service it has given in the past.

The Registrar and Advisers listed on the opposite page will be glad to assist students, by letter, by telephone, or by personal interview, in planning programs of correspondence courses.


Digitized by the Internet Archive
in 2025 with funding from
University of Toronto

https://archive.org/details/correspondenceco00onta_3

II Elementary School Correspondence Courses

1. Elementary School Correspondence Courses for Children Under Sixteen Years of Age

Elementary school correspondence courses in Grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students, and in French and English for French-speaking students.

Any child living in Ontario who is six years of age or over, and under the age of sixteen, and who is unable to attend school for a period of three months or more, may be enrolled. A child normally resident in Ontario, but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught, may be enrolled.

A child may begin a course at any time of the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. Pupils living in Ontario are expected to take a vacation in July and August as they would if attending school.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A and return it, together with the child's last school report and either a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the local Area Superintendent of Schools if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

There is no fee for any of the elementary school courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils, and stamped envelopes for mailing lessons are provided for pupils living in Canada. Textbooks are lent free of charge. Pupils must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons. All material from this office is addressed to the liaison. Applicants should instruct the liaison to repack it, print on it the pupil's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised

to do so if at all possible. Although mailing delays to and from distant locations may take a good deal of the value from teachers' comments and corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. It is particularly important that students in Grades 7 and 8 submit their completed lessons for correction to make sure they have the foundation for secondary school. Parents should note that any lesson sent in for marking must contain all assignments in every subject. Part-lessons will not be marked.

2. Elementary School Correspondence Courses for Persons Sixteen Years of Age and Over

The Department of Education provides free correspondence courses in English and Mathematics at the senior elementary school level for persons sixteen years of age and over. The courses are designated as *English E80* and *Mathematics M80*.

English E80 is a survey course of English grammar, composition techniques, and some literature written for the mature student who has not completed elementary school. It also provides a sound foundation for students for whom English is a second language. Completion of this course qualifies the student to enrol in any of the following secondary school English courses: E100, E200, E101, E201.

Mathematics M80 is a course in basic arithmetic. The approach is traditional rather than modern. The course deals with the use of whole numbers, fractions, decimals and percentages. There are problems on keeping accounts, profit and loss, insurance and taxation. This course will prepare a student for the secondary school courses: Mathematics M100 and Mathematics M250.

Any person living in Ontario, sixteen years of age and over, who is not attending a regular day school or private school, may be enrolled in these courses. Any person normally resident in Ontario but temporarily living outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services. Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

There is no fee for these courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all students and stamped envelopes for mailing lessons are provided for students living in Canada. Textbooks are lent free of charge. Students must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A student may begin either English E80 or Mathematics M80 at any time of the year. When he completes satisfactorily the lessons in either subject, he will be given a certificate and he may proceed to secondary school level courses in the subject.

An applicant temporarily living outside Canada must give the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons to him. All material from this office is addressed to the liaison. Applicants should instruct the liaison to

repack it, print on it the student's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

An applicant for enrolment should complete and return Application Form E.

III Secondary School Correspondence Courses

1. Introduction

Department of Education correspondence courses provide a way other than school attendance for persons to continue their education. Students enrol for many reasons — to earn admission to an institution of higher learning or course of training, to gain promotion where they are employed, to qualify for secondary school certificates, or to study for personal satisfaction and enjoyment.

Correspondence courses offer some advantages over other methods of study. Adult students may begin a subject at any time of the year and, as long as they submit satisfactory work, they may proceed at their own rate. They may suspend studies for a period in which they are unable to work at lesson assignments and resume studies, as soon as they can, from the point at which they discontinued. They can complete a correspondence subject and obtain standing in the subject at any time of the year. Correspondence courses provide a means for continued study for adults who cannot attend evening classes because they work night shifts or have responsibilities which keep them at home.

Young students should remain at school as long as possible; they should not let the availability of correspondence courses influence them to leave. The correspondence course in any subject is comparable in scope and difficulty to a course in the same subject taken in school, and is likely to require one or more hours study a day.

A student who must be absent from school for a period of only two or three months during the school year should try to obtain from the school he has been attending the help he needs to keep up his studies. Since the order of the topics and the selection of the authorized textbooks on which the correspondence courses are based may differ from those being used in his regular class, enrolment in correspondence courses to cover a short period of absence from school is unlikely to be beneficial. Courses cannot be altered to suit textbooks other than those already chosen by the Correspondence Courses Section.

2. Conditions for Enrolment

i) Any resident of the Province of Ontario may be enrolled if he cannot attend a secondary day school or private school. A student is not eligible for enrolment during the summer vacation that follows attendance at school unless he was registered in the final year for completing his Secondary School Honour Graduation Diploma requirements and does not intend to return to school in September.

ii) Any person normally resident in Ontario but temporarily living outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services.

iii) Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

A member of the Canadian Armed Services who has done some secondary school work in a province other than Ontario, and hopes by means of correspondence courses to complete subjects he needs to qualify for a school certificate from that province, is advised to apply to the Department of Education of his home province for the subjects he requires. Subjects completed through Ontario correspondence courses confer standing for certificates issued by Ontario, but they may not confer standing towards secondary school certificates issued by other provinces. In each province the Department of Education sets the requirements for the school certificates it issues.

3. Courses Offered

Anyone who has attended secondary school in Ontario will be familiar with the traditional practice of enrolment whereby each student was at any one time registered in a single program and grade, and was restricted in his choice of subjects and level of study to his particular program and grade. In an increasing number of schools across the province and in Correspondence Courses this practice is being discontinued. Students are no longer considered as being enrolled in a particular program or grade and are no longer restricted in their choice of courses to those of a particular program or grade. They may make their own selection of courses, based on their own needs, interests, and aptitudes. They may study simultaneously subjects of different grades, and they may combine the study of intensive courses and non-intensive courses.

To reflect the new freedom permitted students in the selection of courses the terms *grade* and *program* are being discontinued. Courses are described as belonging to one of a number of levels and as being either intensive or non-intensive. (*Level* means not only the degree of difficulty of a course or where any one course comes in a series of courses, but also the year of a student's secondary school attendance in which he would normally take the course.) Code numbers have been devised to provide the information which a student needs to help him in making his selection of courses.

A list of the secondary school correspondence courses for 1969-1970, with their code numbers, appears on pages which follow. An examination of the code numbers shows that each consists of one or two letters followed by three digits. The letters are an abbreviation of the name of the subject. The first digit in any code number is either 1, 2, 3, 4 or 5. This digit indicates the level of the course — first level, second level, third level, fourth level or fifth level. (A fifth level course is a Grade 13 course.) The final digit in a code number indicates whether the course is one which requires intensive study (any course ending in 1 or in any other *odd* digit) or is one which requires less intensive study (any course ending in zero or in any *even* digit). Students need not be concerned with the middle digit in any of the code numbers.

Interpretations of the code numbers of some of the English courses follow:
English 101 is a course at the first or lowest level of secondary school work in English. It requires intensive study.

English 100 is another course at the first or lowest level of secondary school work in English. It requires less intensive study than English 101.

English 401 is a course at the fourth level of secondary school work in English. It requires intensive study.

English 400 is another course at the fourth level of secondary school work in English. It requires less intensive study than English 401.

English 501 is the most advanced secondary school course in English.

The following courses are offered:

	Intensive Courses	*Non-intensive Courses*
English Courses	English E101	English E100
	English E201	English E200
	English E301	English E300
	English E401	English E400
	Grade 13 English E501	
Français	Français f451	
	Grade 13 Français f551	
History Courses	History H101	
	History H201	History H200
	History H301	World Politics WP300
	History H401	Economics EN400
	Grade 13 History H501	
Geography Courses	Geography G101	
	Geography G201	
	Geography G301	Geography G300
	Geography G401	Geography G400
	Grade 13 Geography G501	
Mathematics Courses		
Modern Approach Mathematics	Mathematics M111x	
	Mathematics M101	
	Mathematics M201	
	Mathematics M301	
	Mathematics M401	
	Grade 13 Mathematics A M501	
	Grade 13 Mathematics B M503	
Traditional Approach Mathematics		Mathematics M100
		Mathematics M200
		Mathematics M300
		Mathematics M400
	Grade 13 Algebra (traditional course) M505	
	Grade 13 Geometry (traditional course) M507	
	Grade 13 Trigonometry and Statics (traditional course) M509	
Business Mathematics		Business Mathematics M250
		Business Mathematics M350
		Business Mathematics M450

	Intensive Courses	*Non-intensive Courses*
Science Courses		
General Science	Science SC101 Science SC201 Science SC203	
Physics	Physics P301 Grade 13 Physics P501	Physics P300
Chemistry	Chemistry C401 Grade 13 Chemistry C501	Chemistry C400 Chemistry C402
Biology	Grade 13 Biology BY501	Biology BY400
Geology		Geology GL300
French Courses	French F101 French F201 French F301 French F401 Grade 13 French F501	
Latin Courses	Latin L201 Latin L301 Latin L401 Grade 13 Latin L501	
Commercial and Business Courses		
Typewriting		Typewriting I TY100 Typewriting II TY200 Office Practice OP300
Shorthand		Shorthand I SH300 Shorthand II SH400
Bookkeeping and Accounting	Accountancy AC401 Grade 13 Accountancy Practice AC501	Bookkeeping I BK200 Bookkeeping II BK300
Non-sequential Commercial Courses		Business Practice BP100 Marketing I MK300 Business Organization and Management BO300 Business Law BL400

In any subject for which there are courses with codes ending in 1 or any other *odd* digit but no courses ending in zero or in any *even* digit, there are intensive courses but no non-intensive courses; for example, there are intensive courses in French, Latin and Français but no non-intensive courses in these subjects.

An examination of the codes for the non-intensive subjects reveals that the first digit in any of these codes does not go beyond 4; that is, none of the non-intensive courses goes beyond the fourth level.

In many subjects courses are offered only at one, two or three levels; for example, Business Organization and Management and Business Law are each offered only at a single level.

While the usual form of any course code number is one or two letters followed by three digits, students may encounter on some lessons code numbers which show a small letter after the last digit; for example, English E101t. The final small letters are used to distinguish between different editions of courses. If the code number printed on a course has one of these letters, students should include it when writing codes on the lesson assignments being returned for correction.

4. Guides for Selecting Courses

A student is free to choose the subjects he will study, and to decide in which subjects he will take intensive courses and in which he will take non-intensive courses. He should base his selection on the requirements for the objective he is trying to reach through correspondence study.

Different objectives require a different selection of subjects. For some objectives intensive courses are necessary; for others non-intensive courses are sufficient. Students who have objectives which require standing in Grade 13 subjects should note that preparation for the study of any subject at the fifth level (Grade 13 level) is usually standing in the intensive courses at preceding levels in the subject.

Students are responsible for finding out the requirements for their own objectives. They should communicate direct with any institution of higher learning they wish eventually to enter. It is especially important for mature students to make enquiries since they are often admitted to post-secondary-school institutions with fewer credits than younger students.

Sources of information about the requirements for some of the objectives being sought by students are as follows:

i) Requirements for the Secondary School Graduation Diploma and the Secondary School Honour Graduation Diploma are shown elsewhere in this booklet.

ii) Requirements for admission to university should be ascertained from the university the student hopes to attend. These requirements vary from one university to another and even from one course to another in the same university. Mature applicants are often admitted with a number of secondary school credits fewer than the number required of younger applicants.

iii) For admission to the one-year course at Teachers' Colleges in September, 1969, a student was required to have an average mark of at least 60% in seven Grade 13 credits, including the two credits in English (and the two credits in Français if the student was seeking admission to either Sudbury Teachers' College or the University of Ottawa Teachers' College). Requirements for admission to Teachers' Colleges in September, 1970, will be announced in Circulars 611 and 611(a), to be published in October, 1969. These circulars will be available from the Publications Office, Department of Education Business Administration, 44 Eglinton Avenue West, Toronto 12.

iv) Minimum standing for applicants for admission to Schools of Nursing in courses leading to the R.N. Diploma is the Secondary School Graduation Diploma. (Included in the secondary school work completed must be a Mathematics course at the second level, a Chemistry course, and either a Biology or Physics course.) Any School of Nursing may require applicants for admission to have standing beyond the minimum standing. The School of Nursing should be consulted.

v) Particulars about admission to the Registered Nursing Assistants' course may be obtained from the College of Nurses of Ontario, 10 Price Street, Toronto.

vi) For information regarding admission to Colleges of Applied Arts and Technology students should write direct to the College of their choice. A list of the Colleges appears elsewhere in this booklet.

vii) Persons interested in learning the requirements for beginning an apprenticeship program should communicate with the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.

5. Guides for Selecting Suitable Levels of Enrolment in Subjects

Secondary school subjects may be either cumulative or non-cumulative. A cumulative subject is one in which the work at one level bears upon or continues from the work of the previous level and in which success at any level depends largely upon work in the subject taken previously. A non-cumulative subject is one in which success at any level does not depend on work taken previously.

The cumulative subjects are English, Français, Mathematics, French, Latin, Typewriting and Office Practice, Bookkeeping and Accountancy, Shorthand. Other subjects are non-cumulative.

i) *English*

English is listed as a cumulative subject because for success in the third and fourth level courses a student should have fluency in speaking and writing the language equal to the fluency of English-speaking students who have studied the subject for several years in secondary school. A student who has not this degree of fluency should request enrolment at the first or basic level, or even consider enrolment in English E80, described in section II:2 of this booklet.

Mature students who have been out of school several years need not work through four or five levels of English in order to obtain diploma standing, particularly if during their time out of school they have continued to read and write or have been active in the business world. Such students are probably capable of working successfully in English at the third or fourth levels of either the intensive or non-intensive courses in English. For enrolment in the fifth level course in English E501, a student should have background in the subject comparable to the work of the fourth level intensive course in English.

ii) *Français*

The courses in Français are for French-speaking students. At present courses are offered only at the fourth and fifth secondary school levels. Both courses require intensive study. A student should have completed the fourth level course, or the equivalent, before requesting the fifth level course. A mature student could expect success in the fourth level course if he has fluency in speaking and writing French equal to the fluency of students who have studied Français for several years in secondary school.

iii) *Mathematics*

The differences between the Modern Approach Mathematics series of courses, the Traditional Approach Mathematics series of courses, and the Business Mathematics series of courses are outlined in the Course Descriptions section of this booklet. Information is provided there which will help a student decide which series of Mathematics courses is best suited to his needs.

A student deciding to study Modern Approach Mathematics should begin with the first level course, Mathematics M101, if he has no background in secondary school Modern Approach Mathematics or if his previous secondary school work in Mathematics has been one or two years study of Traditional Approach Mathematics or Business Mathematics. A student who has completed successfully either three or four years of Traditional Approach Mathematics, either intensive

or non-intensive work, may request enrolment in the third level Modern Approach Mathematics course. A student who has studied Modern Approach Mathematics may request enrolment at the level following his last successful work in the subject.

Progress through the series of Traditional Approach Mathematics courses or through the series of Business Mathematics courses is level by level. A student who has studied courses from either series may request enrolment at the level following his last successful work in the subject.

Students who have standing in the fourth level of the non-intensive Traditional Approach Mathematics courses may request enrolment in any of these Traditional Approach Grade 13 Mathematics courses: Algebra M505, Geometry M507, Trigonometry and Statics M509. Students who obtained standing some years ago in the intensive Traditional Approach Mathematics courses in Grade 11 Geometry and Grade 12 Algebra may also request the Grade 13 Traditional Approach Mathematics courses.

iv) *French/Latin*
A person who wishes to study either French or Latin and has no knowledge of the subject should request enrolment at the first or basic level and proceed, level by level, through the courses to the level he wishes to reach. A person who has studied French or Latin previously should request enrolment at the level following his last successful work in the subject.

v) *Typewriting and Office Practice/Bookkeeping and Accountancy/Shorthand*
In any of these three business subjects the lowest level course provides the student the opportunity to learn basic skills. The course at each succeeding level provides further development in the skills of the subject. A student who has some background in one of these subjects and wishes to study it further may enrol in the course for which he feels he is qualified. Descriptions of the contents of the courses, given elsewhere in this booklet, will help such a student decide the most appropriate level of enrolment.

Office Practice can be considered the third course, the most advanced course, in the series of Typewriting courses.

Completion of the courses in Bookkeeping I BK200 and Bookkeeping II BK300, or comparable courses or training obtained elsewhere, prepare a student for the intensive course in Accountancy AC401. Completion of Accountancy AC401 prepares a student for Grade 13 Accountancy Practice AC501.

Some knowledge of typewriting would be an asset for students wanting to enrol in the course in Shorthand I SH300. For enrolment in Shorthand II SH400 a student should have both standing in Shorthand I, or equivalent training in the subject, and proficiency in typewriting.

vi) *Non-cumulative Subjects: History/Geography/Science/Non-sequential Commercial Subjects*
A mature student whose objective requires the Secondary School Graduation Diploma or Grade 13 standing and who wishes to include History, Geography or Science in his studies should consider beginning

any of these non-cumulative subjects at the third or fourth level. Success at the third and fourth levels does not depend on completion of the courses at the first and second levels. The first and second level courses are available for school-age students and for mature students interested in obtaining standing at these levels but not beyond.

A student who has standing in the fourth level intensive History course H401 may request enrolment in the final level intensive History course (Grade 13 History). Any student who has standing in the fourth level intensive English course may also request enrolment in Grade 13 History; the facility in English developed by such a student should enable him to complete successfully the research and written assignments of the senior History course.

It is recommended that a student have standing in Geography G301 as preparation for either the course in Geography G401 or the course in Geography G501.

Physics P301 is the preparatory course for the Grade 13 Physics course; Chemistry C401 is the preparatory course for Grade 13 Chemistry. Either Chemistry C401 or Biology BY400 prepares a student for Grade 13 Biology.

The non-cumulative, non-sequential commercial subjects — Business Practice, Marketing I, Business Organization and Management, and Business Law — are each offered only at a single level.

The Registration Staff and the Secondary School Advisers of the Correspondence Courses Section are available to counsel students in making a choice of subjects and deciding suitable levels for enrolment. Official school records presented by the student, and particulars provided about his educational background, will assist the Correspondence Courses Section to give the best possible advice. The Correspondence Courses Section does not administer aptitude tests or tests to rate academic standing.

6. Cost

i) Fees

There is no fee for any of the secondary school correspondence courses.

ii) Material and Services Provided

Textbooks are lent free of charge for all courses except Grade 13 courses. They must be returned in good condition when the courses for which they have been lent are completed or discontinued. An agreement to return textbooks is printed at the end of each form-of-application for correspondence courses and must be signed by any student registering for enrolment.

All lessons are supplied and corrected free of charge. Answer paper is provided to all students. Stamped envelopes for mailing lessons are supplied for students living in Canada.

iii) Recommended Dictionaries

A good dictionary is a necessity for students enrolled in English courses and is only slightly less important for students enrolled in other courses.

Dictionary	Publisher		Cost
Webster's New Collegiate Dictionary	Thos. Allen Ltd. 50 Prince Andrew Place Don Mills, Ontario	(plain) (indexed)	$6.50 7.50
Pocket Oxford Dictionary	Oxford University Press 70 Wynford Dr. Don Mills, Ontario		3.50
Concise Oxford Dictionary	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	(plain) (indexed)	5.95 7.95
Collins Etymological and Reference Dictionary	Science Research 44 Prince Andrew Place Don Mills, Ontario		1.30
Dictionary of Canadian English (Senior Dictionary)	W. J. Gage Ltd., 1500 Birchmount Rd. Scarborough, Ontario		6.50

iv) Textbooks for Grade 13 Students

Grade 13 students must obtain their own textbooks. The books may be purchased from a local dealer or direct from the publishers. Students who order from the publisher should state that they are enrolled with the Correspondence Courses and enclose a money order for the cost of the books. The Correspondence Courses Section does not stock these books and cannot order them for students.

A list of the textbooks for 1969-1970 Grade 13 courses follows.

Textbook	Publisher	Cost
Grade 13 English E501		
Techniques of Good Writing (Ford)	The Book Society of Canada Agincourt, Ontario	$3.50
Handbook of English Composition (Brown)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	1.60
Man and His World (Ross and Stevens)	J. M. Dent and Sons 100 Scarsdale Rd. Don Mills, Ontario	2.75
An Anthology of Verse (Charlesworth and Lee)	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	2.50
Hamlet (Shakespeare) Falcon Edition	Longmans Canada Ltd. 55 Barber Greene Rd. Don Mills, Ontario	1.35
The Old Man and the Sea (Hemingway) School Edition	S. J. R. Saunders and Co. 1885 Leslie St. Don Mills, Ontario	2.25
Caesar and Cleopatra (Shaw)	Longmans Canada Ltd. 55 Barber Green Rd. Don Mills, Ontario	1.65
français 13e année f551		
Beaux textes des lettres françaises (Marion) Editions Leclerc		2.90
Andromaque (Racine) Les petits classiques Bordas		.50
Topaze (Pagnol) Livre de poche #294		.95
Les saints vont en enfer (Cesbron) Livre de poche #2301-02		1.45
Rue Deschambault (Roy) Edition ordinaire		2.25

Textbook	Publisher	Cost
Le Plan (Geslin et Laurence) Livre de l'élève		$2.65
Initiation à la phonétique (Bergeron)		1.80
Précis de grammaire française (Grévisse)		2.25
Dictionnaire Larousse		7.95

Vous trouverez, sans doute, les manuels ci-dessus mentionnés dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, ils peuvent s'obtenir à l'adresse suivante: le coin du livre, 256 avenue King Edward, Ottawa.

Grade 13 History H501

The North American Nations (McInnis)	J. M. Dent and Sons 100 Scarsdale Rd. Don Mills, Ontario	3.65
Canada and the United States (Cook and McNaught)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	3.95
Two Democracies (Farr, Moir and Mealing)	The Ryerson Press 299 Queen St. West Toronto, Ontario	3.95

Grade 13 Geography G501

Canada: A Regional Geography (Tomkins and Hills)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	4.95
A Regional Geography of Canada (Pitman and Kerr)	J. M. Dent and Sons 100 Scarsdale Rd. Don Mills, Ontario	4.50
The Canadian Oxford School Atlas (Pleva and Inch) Second Edition	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	2.50
Regional and Resource Planning (Krueger, Sargent, de Vos, Pearson)	Holt, Rinehart, Winston 833 Oxford Dr. Etobicoke, Ontario	2.50

Textbook	Publisher	Cost
Grade 13 Mathematics A M501		
Analysis 13 (Del Grande, Duff, Egsgard, Kirby)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	$5.75
Grade 13 Mathematics B M503		
Algebra 13 (Coleman, Del Grande, Duff, Egsgard, Kirby)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	5.75
Grade 13 Algebra (old) M505		
Algebra — A Senior Course (Petrie, Baker, Levitt, MacLean) Revised Edition	(See course description in Section 13.)	
Grade 13 Geometry M507		
A Modern Analytic Geometry (Edgett, Burford, Kippen, Mitchell, Newnham)	The Ryerson Press 299 Queen St. West Toronto, Ontario	3.25
Grade 13 Trigonometry and Statics M509		
Elements of Trigonometry and Statics (Petrie, Baker, Levitt, MacLean) Revised Edition	Copp Clark Co. Ltd. 517 Wellington St. West Toronto, Ontario	3.75
Grade 13 Biology BY501		
Biological Science — Principles and Patterns of Life (Galbraith and Wilson) Revised Edition	Holt, Rinehart, Winston 833 Oxford Dr. Etobicoke, Ontario	7.20
Grade 13 Physics P501		
PSSC: Physics 1965 Edition	D. C. Heath (Canada) Suite 1408 100 Adelaide St. West Toronto, Ontario	7.55 (+.80 postage)
PSSC: Laboratory Guide 1965 Edition	D. C. Heath (Canada) Suite 1408 100 Adelaide St. West Toronto, Ontario	2.15 (+.30 postage)
Grade 13 Chemistry C501		
Chemistry: Experiments and Principles (O'Connor, Davis Haenisch, McNab, McClellan)	D. C. Heath (Canada) Suite 1408 100 Adelaide St. West Toronto, Ontario	7.55 (+.45 postage)

Textbook	Publisher	Cost
Grade 13 Latin L501		
Latin Composition for Grade 13 (Breslove)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	$3.25
Latin Prose Selections for Grade 13 (Breslove, Cameron, King, Toll and Tracy)	Thomas Nelson and Sons (Canada) 81 Curlew Dr. Don Mills, Ontario	3.00
Latin Poetry Selections for Grade 13 (Breslove, Cameron, King, Toll and Tracy)	Thomas Nelson and Sons (Canada) 81 Curlew Dr. Don Mills, Ontario	3.00
Grade 13 French F501		
Cours Moyen, Part I (Jeanneret, Hislop and Lake)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	3.25
Cours Moyen, Part II (Jeanneret, Hislop and Lake)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	3.30
Contes Choisis de Guy de Maupassant (Harrap Edition)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	1.65
Le Bourgeois Gentilhomme (Molière)	Copp Clark Co. Ltd. 517 Wellington St. Toronto, Ontario	1.65
Rue Deschambault (Roy) and *Exercises for Rue Deschambault*	University of Toronto Bookstore Front Campus Toronto, Ontario	2.25 .75
Grade 13 Accountancy Practice AC501		
Basic Accounting Practice (Seggie and Robinson) Revised Edition	Sir Isaac Pitman and Sons Ltd. 383 Church St. Toronto, Ontario	4.75

7. Enrolment Procedure

i) Once a student has decided what courses he will request first, he should complete Application Form C and return it to the Correspondence Courses Section, together with an official transcript of his secondary school record.

Applicants under 16 years of age prevented from attending school because of illness must also submit a medical certificate stating the nature of the illness and the probable duration of absence from school. Applicants under 16 years of age prevented from attending school because of distance from school must submit a recommendation for enrolment from the local secondary school principal or local Area Superintendent of Schools.

An applicant temporarily living outside Canada must give the name and address of a person in Ontario (a liaison) who will assume the responsibility of forwarding books, lessons and corrected assignments to the student. (The liaison of a Grade 13 student will have the additional responsibility of purchasing the required textbooks.) All material for the student is addressed to the liaison. The applicant should instruct the liaison to repack it, print the student's foreign address and his own return address, prepare a Customs Declaration, and put on sufficient postage to carry the material to its foreign destination by the quickest means. Members of the Canadian Armed Services enrolled while on duty outside Canada may request that their lessons and textbooks be sent to an Armed Services Mailing Office in Canada for forwarding abroad, rather than to an Ontario liaison. Postage sufficient only to carry the material by third-class mail from the Correspondence Courses Section to the Mailing Office will be paid by the Section.

ii) An adult applicant should request enrolment initially in not more than three courses. The correspondence course in any subject is comparable in scope and difficulty to a course in the same subject taken in school, and is likely to require one or two hours study a day over a period of seven or eight months. Requests for additional courses may be made after the student has completed satisfactorily five or six lessons in his first three courses.

If correspondence courses are to be the equivalent of school attendance for a student under 16 years of age, the student's correspondence program should include the same number of subjects he would be studying if he were attending school, and he should submit a lesson a week in each subject.

iii) After a student's application has been received and accepted, he is sent the first six lessons in each of the courses in which he is being enrolled, the textbooks (unless he is being enrolled in Grade 13 courses) and necessary supplies. As soon as he completes any lesson, he should mail it and immediately proceed with the next lesson. He should not wait for the return of any marked lesson before beginning the next lesson. With each marked lesson new work is sent out. This procedure ensures that the student will have new work on hand at all times.

Students living abroad are sent the entire course for each subject in which they are being enrolled. If applicants who are shortly going abroad can arrange to visit the Correspondence Courses offices before

they leave the country, they may pick up lessons and textbooks to take with them.

iv) After a student completes any course, enrolment in further courses is not automatic. It is necessary for him to make the request on a mailing form, or by letter or telephone.

8. Aids to Study

Over the past twenty-five years, during the time that secondary school correspondence courses have been available, thousands of students of all ages, with various backgrounds, in diverse circumstances, and with varying motives, have used this method of study successfully. What they have been able to achieve has been due at least in part to good study habits.

If a student is new to correspondence courses and has not done any studying for some time, he may find the following directions helpful:

i) He should arrange a regular place of study, removed from the distractions of family and friends, radio or TV. Before beginning the work he should see that all the books and materials he will need are gathered there, so that he will not have to interrupt his studies to search for some item. Materials concerning other interests should be kept separate.

ii) He should arrange a regular time of study and organize a schedule. For the most part the correspondence courses are planned so that if he spends one hour a day on a subject for five days, one lesson may be completed. If a student is taking three courses, it is expected that he will have to spend three hours a day on them. He may prefer to concentrate on one course for one three-hour session at a time. It is wise for him to set up a regular timetable and keep to it; this will make his progress through any course easier and faster.

9. Instructions for Completing and Returning Lessons

i) Read carefully the lesson material and the textbook pages assigned. Follow all instructions.

ii) Answer carefully, and as completely as you can, the questions of the assignment.

If there is one part of the assignment which you are unable to answer completely, do as much of it as you can so that your teacher will see where your difficulty lies. When you submit the lesson, ask him to explain the troublesome part.

If you have difficulty in answering a great part of the assignment, it may be that you have not studied with sufficient care the lesson or lessons on which it is based, and that you will have to re-study the material before you can proceed.

iii) Before submitting your work, check it carefully to make sure you have not omitted any assignments. At the same time you will be able to improve expressions, and to correct spelling, punctuation or mathematical errors.

iv) Fasten together all assignments in one lesson in one subject, with the pages in the correct order and the questions properly numbered. Print your name, address, subject and code number at the top of each page of the lesson. The code number should reproduce exactly the code number on the printed lesson.

Enclose all of your work for one lesson in an envelope with a mailing form. Do not submit more than one lesson in one envelope.

v) Mail each lesson as soon as you complete it. If you do so, there will be time for the lesson to be corrected and returned to you with new lessons before you run out of work.

vi) After mailing a lesson for correction, proceed with the next lesson Do not wait for the return of any lesson before going on with the next.

vii) When you receive a marked lesson, look not only for the grading but also for the teacher's comments and corrections. Study these carefully so that you will not make the same errors again in later work.

If the teacher's suggestions do not enable you to correct your errors or overcome your difficulties, request further assistance when you submit your next lesson. State where each difficulty arises, giving lesson number, assignment number, and question number.

Any lesson graded 50% or higher is considered satisfactory. A lesson graded lower than 50% should be repeated as soon as possible after careful review and submitted again for correction.

viii) If you change your address, please write your new address on your lessons and mailing forms and call attention to it.

10. Re-enrolment

Correspondence students occasionally find it necessary for some urgent reason to discontinue their courses temporarily. If the interruption in study is likely to be a matter of only a few weeks, they need not inform the Correspondence Courses or return textbooks or lessons which have been lent to them. To re-establish their enrolment when they are free to continue their studies, they need only resume the sending of lesson assignments for marking.

Any student who must discontinue his courses altogether, or foresees that an interruption in his studies will be for a period longer than two months, must return textbooks and supplies lent to him so that they may be made available to some other student.

If a student wishes to re-establish his enrolment after returning supplies, and the period of his inactivity has been less than two years, he is not required to complete another form-of-application. He should inform the Correspondence Courses by letter or by telephone of his wish to resume study. In doing so he should give any change of address and indicate which lessons and textbooks he needs. If the course he wishes to resume has not been revised since he discontinued, he may recommence from the point in the course at which he left off.

A student who wishes to resume his enrolment in Correspondence Courses after a period of inactivity of more than two years should request a form-of-application for enrolment, complete it and return it, together with proof of his educational standing. On the application form he should give as accurately as possible the information requested about his previous enrolment. He will be permitted to resume any course from the point he reached in his previous enrolment if the course has not been revised.

11. Requirements for Standing

Standing in any first or second level course — any course with a code number beginning with either 1 or 2 — is gained through completion of all lesson assignments of the course. There are no tests in courses at these levels.

For standing in any third, fourth or fifth level course — any course with a code number beginning with 3, 4 or 5 — a student must, in addition to completing all of the lesson assignments, pass a final test. The test may be written at any time of the year, provided that the student has completed all lessons of the course and earned satisfactory marks. The test is written under the supervision of someone in the student's district appointed by the Correspondence Courses Section. When a student approaches the end of any third, fourth or fifth level course, he will be notified that the final test has been mailed to a supervisor. He will be given the name and address of the supervisor and will be expected to communicate with him to arrange a mutually convenient time and place for writing the test. If a student prefers, he may request permission to write tests at the Correspondence Courses Office, 1152 Bay Street, Toronto. In cases where the Correspondence Courses Section is unable to appoint a supervisor or the student is unable to write at 1152 Bay Street, the student himself will be expected to nominate a supervisor and submit his name for approval.

12. Certificates and Diplomas

A student who satisfactorily completes a course is issued a certificate stating that he has standing in the course. Certificates issued by the Correspondence Courses Section have the same validity as certificates issued by other schools of the Province.

Students who complete the required number of courses qualify for Department of Education Diplomas.

Requirements for Secondary School Honour Graduation Diploma

At least seven Grade 13 credits chosen from the following subjects are required. (Correspondence courses are offered in the subjects followed by a code number.)

English E501
History H501
Geography G501
Mathematics A M501
Mathematics B M503
Algebra (Traditional Approach course) M505 or Mathematics of Investment
Geometry M507
Trigonometry and Statics M509
Biology BY501
Physics P501
Chemistry C501
Latin L501
French F501 or Français f551
German
Greek
Spanish
Italian
Russian
Music
Accountancy Practice AC501 or Secretarial Practice
Art
Home Economics

Note i) Each subject counts as one Grade 13 credit, with the following exceptions: each language, including English, counts as two credits; a combination of the two courses in Modern Approach Mathematics (Mathematics A and Mathematics B) counts as three credits and standing in either alone counts as two credits.

Note ii) Not more than three credits in Mathematics may be counted.

Note iii) Biology counts as one credit. Standing in either Botany or Zoology obtained in previous years counts as one credit. Not more than two credits may be counted in the biological sciences — Biology, Botany, Zoology.

Note iv) Standing in only one of French and Français may be counted; standing in only one of Algebra M505 and Mathematics of Investment may be counted; standing in only one of Accountancy Practice AC501 and Secretarial Practice may be counted.

Requirements for Secondary School Graduation Diploma

To qualify for a Secondary School Graduation Diploma through Correspondence Courses during the school year 1969-1970, a student must have:

Obligatory Course
a fourth level course in English — either English E401 or English E400 or Grade 12 English obtained previously

Optional Courses
ten of these third or fourth level courses (Correspondence courses are offered in those followed by a code number.)

History H301
History H401
World Politics WP300
Economics EN400
Geography G301
Geography G401
Geography G300
Geography G400
Mathematics M301
Mathematics M401
Mathematics M300
Mathematics M400
Business Mathematics M350
Business Mathematics M450
Physics P301
Physics P300
Chemistry C401
Chemistry C400
Chemistry C402
Biology BY400
Geology GL300
French F301 or Grade 11 Français
French F401 or Français f451
Latin L301
Latin L401
Office Practice OP300
Shorthand I SH300
Shorthand II SH400
Bookkeeping II BK300
Accountancy AC401
Marketing I MK300
Business Organization and Management BO300
Business Law BL400
Grade 11 Greek
Grade 12 Greek
Grade 11 German
Grade 12 German
Grade 11 Spanish
Grade 12 Spanish
Grade 11 Italian
Grade 12 Italian
Grade 11 Russian
Grade 12 Russian

Additional Business and Commercial Subjects
Grade 11 Industrial Arts or Technical Subjects
Grade 12 Industrial Arts or Technical Subjects
Grade 11 Home Economics
Grade 12 Home Economics
Grade 11 Art
Grade 12 Art
Grade 11 Music
Grade 12 Music
Grade 11 Agriculture
Grade 12 Agriculture

The following should be noted by students before making their selection of optional courses.

Note i) A student should base his selection on his interests, aptitudes and objectives.

Note ii) The ten optional courses selected may be either intensive or non-intensive or both, but in the cases of Geography, Mathematics, Physics and Chemistry both the intensive course and the non-intensive course at one level should not be selected.

Note iii) Either the third level course or the fourth level course in a subject may be selected, or both may be selected. In the cases of Geography (the intensive courses only), Mathematics, the languages, Shorthand, and Accountancy, the fourth level course should not be taken until the third level course has been completed.

Note iv) Students may proceed from either the intensive course or the non-intensive course in a subject at the third level to either the intensive or the non-intensive course in the subject at the fourth level except in the cases of Geography and Mathematics. In these two subjects a student should have standing in the third level intensive course before enrolling in the fourth level intensive course.

Statements of Standing

The Administrator of Correspondence Courses may issue on request the appropriate Statement of Standing to an eligible correspondence student who discontinues his studies after completing either the required number of second level courses or the required number of third level courses.

Index of Course Descriptions

34 English Courses

36 Français Courses

37 History Courses

38 Geography Courses

40 Mathematics Courses

44 Science Courses

48 French Courses

49 Latin Courses

51 Business and Commerce Courses

13. Course Descriptions

English

English is an important subject. Not only does it help to develop an appreciation of literature which will be a lifelong source of enjoyment, and an aid in social and business contacts, but it trains a student for the intensive reading and essay writing necessary in some other subjects.

Mature students who have been active in the business world and have read widely should be capable of doing satisfactory work at the third or fourth level even though they have done no formal work in English at the first and second levels. The advisory staff will be glad to help students select a suitable level of enrolment.

Intensive Courses

English E101

This course is designed for students who have a basic, elementary school knowledge of English. Each lesson includes both composition and literature so that the student is able to measure his progress in writing skills and to apply these skills in expressing his understanding of the literature he reads. *Construction and Creation Book 3* is used for practice in the essentials of English grammar, and opportunity is given for creative writing, from simple, purposeful sentences to more detailed explanation, description and narration. Monsarrat's novel of action *The Cruel Sea,* Shakespeare's comedy *Twelfth Night,* and *The Book of Myths* are the books studied in the literature part of the course. Selected poems for study are included in the lesson material.

English E201

This course is designed to relate the study of English to the world in which we live. Modern short stories, a variety of poems, one-act plays, exciting science fiction, as well as a glance at a classical novel, encourage the student to read more widely. The course includes a basic study of language, sentence structure and the development of the paragraph. Practice in creative writing, business letters and reports develops ability to communicate clearly and correctly. The completion of this course qualifies the student for further study in English and for better employment in business.

English E301

This course introduces the student to recent and traditional poetry, an interesting collection of short stories, essays and journals, drama, and a mature modern novel. Pictures and illustrations assist the student to understand the development of these forms of literature. The challenge of mass media is presented. At this level, the student applies his basic skills and develops his writing ability. Here is an opportunity for creative writing and for learning to appreciate the writings of others.

English E401

This course includes both composition and literature. *Mastering Effective English* is the textbook upon which the work in composition is based. In this section of the course the student is given training and experience in various types of creative writing of practical value for composing essays in this and other subjects. A Shakespeare play,

a novel, a collection of short stories and a collection of poems are used as examples of the writer's craft, and the guidance for studying them aims to stimulate literary appreciation. This is a preparatory course for Grade 13 English E501.

Grade 13 English E501

To take this course the student should have standing in English E401 or the equivalent. The course provides a comparative study of selected poetry, prose and drama. Shakespeare's *Hamlet* and Shaw's *Caesar and Cleopatra* are the examples of drama used. The fiction selection is Hemingway's *The Old Man and the Sea.* The student is assisted in interpreting and analysing the literary quality of the selections under study. To encourage enjoyment in reading, paper-back copies of other recommended books will be available for borrowing. The course also includes the opportunity for development of writing skill and instruction in précis writing and literary criticism. Grade 13 English gives two credits towards Grade 13 standing.

Non-intensive Courses

English E100

This course begins with a selection of three short stories from *Great Tales of Action and Adventure* and proceeds through readings of poetry and an examination of advertising techniques. Enlargement of vocabulary is a primary aim of the course. The four novels included have been chosen for the variety of their appeal. They are: *Brat Farrar,* a mystery; *Mrs. Mike* and *Campbell's Kingdom,* two novels of adventure; and *Fahrenheit 451,* a futuristic vision of horror. The course contains little teaching in grammar.

English E200

The novels of this course, *King Solomon's Mines* and *Pied Piper,* take the reader into the mountains of 19th century Africa, and through France ahead of the German advance in 1939. Both are exciting tales, as are the short stories selected for study. The course includes one-act plays and a variety of modern poetry. Its treatment of grammar makes it a particularly good course for anyone who wishes to review the fundamentals of English language and composition.

English E300

As well as mature fiction and drama, such as Harper Lee's *To Kill a Mockingbird,* selections from *Short Story 17, Flight into Danger* and *Teahouse of the August Moon,* this course offers a detailed study of the techniques and effects of mass media. Readings of journals, articles, essays and biographies are also included. The course and its assignments are especially valuable for students wanting to develop a fluid writing style.

English E400

This senior course in English introduces *Macbeth,* one of the most provocative of Shakespeare's plays. *The Old Man and the Sea,* by Ernest Hemingway, and *The Pearl,* by John Steinbeck, are included, as well as shorter fiction, essays and poetry. The composition section contains a special unit of instruction and practice in business correspondence. The text used is *Modern Business Letters.*

Intensive Courses

français f451

Ce cours s'adresse aux élèves qui ont complété le programme de français de la troisième anné du cours secondaire de cinq ans ou qui possèdent l'équivalent. Chacune des vingt leçons de ce cours comprend deux parties: A — Etude de textes, B — Etude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Le Cid* de Corneille, *Cyrano de Bergerac* de Rostand et *Vol de nuit* de Saint-Exupéry. Ce cours donne aux élèves la préparation nécessaire qui leur permettra de s'inscrire au cours de français f551 ou d'entreprendre leurs études universitaires avec succès.

Grade 13 français f551

Ce cours s'adresse aux élèves qui ont complété le programme de français de la quatrième année du cours secondaire de cinq ans ou qui possèdent l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes comprenant des pièces de théâtre (*Andromaque* de Racine, *Topaze* de Pagnol), des romans (*Les saints vont en enfer* de Cesbron, *Rue Deschambault* de Gabrielle Roy), et des morceaux choisis de prose et de poésie. La partie étude de la langue offre l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

History

The History courses at the first and second levels are specifically intended for school-age students or for mature students interested in obtaining standing at these levels but not beyond. Mature students proceeding towards a Secondary School Graduation Diploma should consider enrolment in History H301, History H401, World Politics WP300, or Economics EN400.

Intensive Courses

History H101

This course is a review of British history up to 1900 based on the textbook *Proud Ages.*

History H201

This course includes a complete study of Canadian history for the period from 1900 to 1967, as well as a section on the operation of modern Canadian government. *Decisive Decades* and *Canadians and their Government* are the books used for the course.

History H301

This course begins by discussing the nature and mode of life of Prehistoric Man and then proceeds to examine some of the great early civilizations — Egyptian, Greek and Roman. The growth of Christianity, feudalism, and the Renaissance are some of the other topics studied. The text is *The Enduring Past.*

History H401

This course in European history from 1500 to the present day emphasizes the growth of nationalism, the causes and effects of wars, the growth of communism and the development of international organizations.

Grade 13 History H501

To take this course a student should have standing in History H401, or in English E401, or in English E501. The course covers Canadian and American history from 1776 to the present. A student is given the opportunity to do additional reading, to study topics in depth, and to prepare an essay on a topic of particular interest to him. Recommended reference books are available for borrowing from the Correspondence Courses Section.

Non-Intensive Courses

History H200

This course presents a selection of topics in Canadian history from 1900 to 1967. *Decisive Decades* and *Civics for Canadians* are the texts for the course.

World Politics WP300

World Politics is a course which studies the origins of government; Nazism, Fascism, Communism; the concept of democracy; the origins and impact of war; and significant problems that challenge both major and minor powers in the world today. The aim of the course is to give the student a better understanding of the sources of world tension and possible solutions to world problems.

Economics EN400

This is an introductory course in economics — a science which attempts to explain all the problems that arise in connection with production and distribution of wealth. It deals with business — its growth, its organization, its functions, and its dependency upon co-operation. Consumption and production, the role of marketing, money and banking are all examined.

Geography

The Geography courses at the first and second levels are specifically intended for school-age students or for mature students interested in obtaining standing at these levels but not beyond. Mature students proceeding towards a Secondary School Graduation Diploma should consider enrolment in Geography G301, Geography G300, or Geography G400.

Intensive Courses

Geography G101

This course is focused on Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. The course provides an interesting survey of contrasting modes of living. The texts are *The Canadian Oxford School Atlas,* and *Lands Overseas.*

Geography G201

Examined in this course are the two continents of Europe and Asia. The course combines these two continents into one large area, Eurasia, principally because the most important nation under study, the Union of the Soviet Socialist Republics, stretches across both continents. The populations and topographies of individual European and Asiatic countries are examined separately and in detail. The course seeks to foster a sympathetic understanding of problems which may often seem remote to Canadians. The texts are *Through Europe and Asia, The Canadian Oxford School Atlas* and *Geography for Canadians, Book Four.*

Geography G301

This course separates the study of geography into two sections: Physical Geography and Human Geography. Map reading, the examination of aerial photographs, the nature of various terrains to be found on the earth, weather and climate are all parts of Physical Geography. This section of the course contains much information of a technical nature. Human Geography examines the way in which Man adjusts to the conditions of his environment and uses available resources. Problems of rural and urban development are examined in this section of the course. The texts are *The Canadian Oxford School Atlas, Geographic Fundamentals* and *Land, Climate and Man.* This course prepares a student for enrolment in Geography G401 or Geography G501.

Geography G401

The work of the third level course Geography G301 is necessary background for this course. It requires a good knowledge of the fundamentals of both Physical and Human Geography. It examines such problems as political boundaries, over-population, and the relationship between a metropolis and its rural environment. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography.*

Grade 13 Geography G501

The Physical Geography studied in the third level geography course G301 provides the background for Geography G501. Students who have not taken Geography G301 are strongly urged to do so before attempting the Grade 13 course. The object of the Grade 13 course is to help the student recognize and understand problems of geography facing the Canadian nation. At this level, the study of geography involves economic and political factors, as well as questions arising from regional and linguistic diversity. Major Canadian industries are examined, along with their effect on local population and development. Several lessons are devoted to the importance of trade, transportation and communication, and Canada's water resources. Reference is made to several textbooks, and the student is expected to undertake independent research on topics under discussion.

Non-Intensive Courses

Geography G300

The influence of geographical factors on the economic relationship of Canada and the United States forms much of the material of the course. In addition, regional and local matters such as land-use methods, forestry procedures, and survival under extreme arctic conditions are examined. Other topics included in the course are: the Columbia River project, Western Hemisphere defence, and tourism. The texts are *The Canadian Oxford School Atlas* and *Lands of Change.*

Geography G400

The importance of the conservation of the world's natural resources is the prime concern of this course. Soils, forests, lakes and rivers, minerals, and wildlife are all examined as vital resources for the continuation of all life. The methods by which man may use wisely and renew the resources of his environment are closely examined. This is an excellent course for students interested in natural science and the conservation of resources throughout the world. The texts are *The Canadian Oxford School Atlas* and *Landscapes of the World.* Because of the similarity in content of Geography G400 and Geography G301, students should not take both courses.

Mathematics

Three series of Mathematics courses are available to students choosing to study this subject: the Modern Approach Mathematics series of courses, the Traditional Approach Mathematics series of courses and the Business Mathematics series of courses. A student should select courses from whichever series meets his needs and aptitudes. The level at which he should enrol in courses in any series depends upon his background in mathematics. Guides for selecting suitable levels are provided in the course descriptions which follow and in Section 5 of this booklet.

The series of courses in Modern Approach Mathematics is demanding, and theoretical rather than practical. All courses offered in this series are intensive. Success in the course at any level is most likely if the course at the previous level or the equivalent work has been covered. Students whose objectives require standing in the fourth level intensive course in Mathematics M401 or in Grade 13 Mathematics A and Grade 13 Mathematics B will select Mathematics courses from this series.

The series of four non-intensive courses in Traditional Approach Mathematics is largely practical, with special emphasis on technical mathematics. A student will choose courses from this series if his objective requires standing in mathematics only at the second, third or fourth secondary school level and does not require knowledge of Modern Approach Mathematics. The courses are well designed for anyone wanting to learn mathematics for use in shop work. Completion of the fourth level course Mathematics M400 does not lead to Grade 13 Modern Approach Mathematics courses, but prepares a student for any of the Traditional Approach Mathematics courses in Grade 13: Algebra, Geometry, Trigonometry and Statics. A student enrolling in Grade 13 Traditional Approach Mathematics courses in order to qualify for admission to university or other post-secondary-school institution should confirm with the institution that the Traditional Approach Mathematics courses will be acceptable.

The three courses in the Business Mathematics series deal with such topics of business as banking, taxation and instalment buying. They do not teach topics of Modern Approach Mathematics and do not prepare a student for any Grade 13 work in mathematics. A student may choose these courses if his objective requires standing in mathematics at only the second, third or fourth secondary school level and if he does not wish to take the Traditional Approach Mathematics courses, which are technical in nature.

Mathematics M111x, a short, single course, separate from the series of courses, is offered for persons wishing an introduction to secondary school Modern Approach Mathematics.

Intensive Courses

Mathematics M111x

This short course of ten lessons and assignments is offered for persons whose background in mathematics is traditional and who wish to learn the terminology of modern approach mathematics, either for personal interest or as the basis for further study in the subject. The topics dealt with include: basic sets and set notation, operations with integers,

rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, Venn diagrams.

Mathematics M101

This is the first course in the series of Modern Approach Mathematics courses leading to Grade 13 Mathematics A and Mathematics B. It covers these topics: basic algebra from a modern viewpoint, number sets, number properties, introduction to geometry.

Mathematics M201

Students selecting this course should have completed a first level course in Modern Approach Mathematics. Topics dealt with in Mathematics M101 are re-examined and enlarged upon. In addition, relations, systems of equations, and geometry are studied.

Mathematics M301

Students selecting this course should have completed a second level course in Modern Approach Mathematics. Topics dealt with in Mathematics M201 are re-examined and enlarged upon. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Mathematics M401

Students selecting this course should have covered a third level course in Modern Approach Mathematics. Completion of the course prepares a student for Grade 13 Mathematics A and Mathematics B. Topics from Mathematics M301 are enlarged upon and the following topics added: relations, functions, quadratic equations, and co-ordinate geometry.

Grade 13 Mathematics A M501

A student selecting this course should have completed Mathematics M401 or the equivalent. Students wishing to take only one of the Grade 13 courses in Modern Approach Mathematics should select this course rather than Mathematics B. Earlier work on functions is enlarged upon, with emphasis on the unifying concept of mapping. Other topics are: the parabola; ellipse and hyperbola; circular functions; transformations; introduction to the differential calculus; derivatives, with their applications to motion problems; maximum and minimum.

Grade 13 Mathematics B M503

A student selecting this course should have completed Mathematics M401 or the equivalent. Mathematics M503 is for students who wish to take a second Grade 13 Modern Approach Mathematics course; students wishing to take only one course should select Mathematics A. The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction and the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, matrices used to solve equations, complex numbers, polar co-ordinates.

Grade 13 Algebra (Traditional Approach) M505

(Note: The textbook used in this course is out of print. A student should not request enrolment until he has obtained a text from a former student or has communicated with the Correspondence Courses Section regarding the availability of a text from the Section's limited supply.) The course is of particular interest to a student whose background in mathematics is traditional rather than modern, and whose objective is admission to Advanced Technical Evening Classes or other technologists' or technicians' courses. The institution the student is seeking to enter should be

consulted to ensure that Grade 13 Traditional Mathematics is acceptable for purposes of admission. Topics of the course include: complex numbers, progressions, ratio and proportion, functions, equations, permutations, combinations, binomial theorem, mathematics of investment.

Grade 13 Geometry M507

This course is of particular interest to a student whose background in mathematics is traditional rather than modern, and whose objective is admission to Advanced Technical Evening Classes or other technologists' or technicians' courses. The institution the student is seeking to enter should be consulted to ensure that Grade 13 Traditional Mathematics is acceptable for purposes of admission. The topics covered are: analytic treatments of the straight line, the circle, the parabola, the ellipse, the hyperbola, tangents and diameters.

Grade 13 Trigonometry and Statics M509

This course is of particular interest to a student whose background in mathematics is traditional rather than modern, and whose objective is admission to Advanced Technical Evening Classes or other technologists' or technicians' courses. The institution the student is seeking to enter should be consulted to ensure that Grade 13 Traditional Mathematics is acceptable for purposes of admission. Topics of the course are: trigonometric ratios, transformation formulas, identities, the solution of triangles with and without logarithms, properties of triangles and circles, trigonometric equations, forces, conditions for equilibrium, centre of gravity, friction.

Non-Intensive Courses

Mathematics M100

A review of basic arithmetic, with application to the world of science and industry; a detailed coverage of the measurement of distance, area and volume in both English and metric units; an introduction to algebra.

Mathematics M200

This course is of particular interest to tradesmen who wish to acquire some knowledge of technical mathematics. Basic algebra is reviewed, and work on formulas and word problems is included. Additional topics are: graphing; an introduction to the slide rule; shop calculations, including gear and pulley speeds; basic geometry; mensuration; introduction to trigonometry.

Mathematics M300

Students selecting this course should have a working knowledge of basic algebra. The algebra covered in Mathematics M200 is reviewed and work in equations in one, two or three variables is added. The other topics include: ratio and proportion; variation; logarithms; slide rule; formulas; surface area and volume of cylinders, cones, pyramids, prisms and spheres.

Mathematics M400

To be successful in this course, a student must have a knowledge of algebra which includes factoring, solving linear equations and graphing in two dimensions. The course presents the following topics: introduction

to the number system; irrational numbers; quadratic equations and their application to problems; logarithms; basic trigonometry with extension to the solution of oblique triangles; the elements of statics (gravitation, vectors, moments, centre of gravity, friction).

Business Mathematics M250

This is the first course in the series of three Business Mathematics courses. It is designed to improve accuracy and speed in arithmetic and to develop the ability to solve certain types of practical problems. The topics covered include: fundamental operations in arithmetic; fractions; percentage problems in banking; invoicing; calculating profit and loss; business graphs; algebra (addition, subtraction, multiplication, and division of monomials; simple equations; formulas).

Business Mathematics M350

Students selecting this course should have completed a first course in Business Mathematics. The topics dealt with are: a review of basic algebra with emphasis on business formulas; buying an automobile; instalment buying and selling; buying and selling real estate; insurance (life, fire and property); buying and selling on commission; payroll; practical measurements.

Business Mathematics M450

Students selecting this course should have completed a second course in Business Mathematics. The course is concerned with these topics: income tax procedure, compound interest, buying and selling of stocks and bonds, foreign exchange, excise taxes and customs duties, an introduction to computers, an introduction to statistics.

Science

The Science courses at the first and second levels are specifically intended for school-age students, or for mature students interested in obtaining standing at these levels, but not beyond. Mature students proceeding towards a Secondary School Graduation Diploma should consider enrolment in Physics P301, Physics P300, Chemistry C401, Chemistry C400 or Chemistry C402.

Intensive Courses

Science SC101

The course consists of two distinct parts — biology and physical science. Topics covered in the biology section are: the structure, functions and methods of reproduction in plant and animal cells; the study of some invertebrate animals; the study of some vertebrate animals, including man. Topics studied in the physical science section are: sound; measurement; pressure; temperature; some properties of solids, liquids and gases. As the student progresses through the course, he will be supplied with kits containing apparatus, biological specimens, chemicals and other materials required for experimental work.

Science SC201

This second level course continues the presentation of biology and physics begun in Science SC101. Topics in the biology section are: the structure and life history of flowering plants and non-flowering plants; an introduction to the study of heredity and environment. Topics in the physical science section are: force, work, energy, power, heat, light, electricity and chemical energy. For the physical science part of the course, students will be supplied with a kit containing materials for experimental work.

Science SC203

This course is designed primarily for students who prefer to concentrate on physical science. It is valuable for students who plan careers in manufacturing and industry. It provides experience in doing scientific experiments and training in making scientific observations and conclusions. Supplies for experimental work will be provided as the student progresses through the lessons. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting, corrosion.

Physics P301

Mature students may consider taking this course without having taken science at the first and second levels, but some previous work in science and mathematics in secondary school would certainly be beneficial. The course teaches the fundamental principles and modern developments of physics and prepares a student for Grade 13 Physics P501. Topics studied are: Mechanics — measurement, motion and force, work, energy and power; Vibrations and Wave Motions — wave phenomena, sound, light; Electricity — electrostatics, current electricity, electromagnetism; Modern Physics — electronics, atomic structure, nuclear physics, living in an atomic age.

Grade 13 Physics P501

The background for this course is Physics P301 or its equivalent. It is designed to present physics to students, not as the study of a mere body of facts, but as a continuing process by which men seek to understand the nature of the physical world. Topics studied are: Time, Space and Motion — fundamentals of measurement, functions, motion along a straight-line path, motion in space; Optics and Waves — how light behaves, the particle model of light, waves propagated in one dimension, waves propagated in two dimensions, interference; Mechanics — law of inertia and Newton's law, motion in the earth's gravitational field, universal gravitation law and the solar system, momentum and the conservation of momentum, work and kinetic energy, potential energy; Electricity and Atomic Structure — electric forces and electric charges, energy and motion of charges in electric fields, electric field and electric potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels, energy levels of hydrogen.

Chemistry C401

Mature students may consider taking this course without having taken science at the first and second levels, but some previous work in science and mathematics in secondary school would certainly be beneficial. The course prepares students for Grade 13 Chemistry C501. Great emphasis is placed on a study of the nature of elements and compounds and the reactions they undergo. The course provides an introduction to the experimental study of chemistry and the language of the subject. It includes the following topics: theories of the structure of individual atoms and aggregates of atoms, elements and compounds, the formation of ions and the periodic classification of elements.

Grade 13 Chemistry C501

The background for this course is Chemistry C401 or its equivalent. It provides a strong foundation for post-secondary-school work in the subject. Emphasis is placed on understanding the principles of chemistry rather than on the acquisition of factual knowledge. Topics studied are: the nature of chemistry; development of the atomic theory; principles of chemical reaction; the gas state; kinetic-molecular theory; solutions; periodic classification; atomic structure; historical development and orbital model; chemical bonding; energy in chemical reactions; rates of reaction; qualitative and quantitative aspects of equilibrium; aqueous acids and bases; oxidation and reduction; molecular structure; bonding in solids, liquids and gases; organic chemistry; transition elements; radioactivity. A student making satisfactory progress in this course will receive on loan the apparatus and chemicals necessary for experimental work.

Grade 13 Biology BY501

The background required for this advanced course in biology is either Chemistry C401 or Biology BY400. The course prepares a student for the study of biology at university. It contains a thorough treatment of cell structure and also of the biochemistry of the essential processes of all living things. The structure and function of plants and animals are studied in sufficient depth that the student is able to understand basic biological principles. Included in the course are a survey of the interdependence of organisms, a study of heredity, and an examination of the evidence for evolution and of the mechanics by which it is accomplished.

Physics P300

Mature students may consider taking this course without having taken science at the first and second levels, but some previous work in science and mathematics in secondary school would certainly be beneficial. The course will be useful for students who plan careers in manufacturing and industry and whose objectives do not require standing in an intensive physics course or Grade 13 Physics. Topics studied are: making accurate measurements of all types, use of vernier calipers, simple machines, efficiency of machines, laws of motion as applied to automobiles and falling objects, speed indicators, heat, lighting and industrial uses of electric currents, light and some of its applications in industry, some introductory metallurgy. Apparatus and equipment, including a set of vernier calipers, are supplied at the appropriate stages in this course.

Chemistry C400

This is a first course in chemistry, suitable for students who wish to enter Schools of Nursing or Colleges of Applied Arts and Technology. It does not prepare a student for Grade 13 Chemistry C501. Topics studied are: characteristics, states, properties and classification of matter; the structure of the atom; chemical combinations; some chemical reactions; chemical equations; solutions; ionization; acids, bases and salts; food chemistry; air pollution; water resources and their impurities. A student making satisfactory progress in this course will receive on loan the apparatus and chemicals required for experimental work.

Chemistry C402

This is a first course in chemistry, suitable for students who wish to prepare for courses in technology or the trades. It gives the opportunity to become familiar with some of the language of chemistry, to learn more about the world of science and to relate it to everyday life. It does not prepare a student for Grade 13 Chemistry C501. Topics studied are: matter; mixtures; physical and chemical changes; elements and compounds; atomic structure; oxygen and hydrogen; solutions; acids, bases and salts; rates of reaction; electrochemistry; corrosion; alloys; industrial processes; chromatography. A student making satisfactory progress in this course will receive on loan the apparatus and chemicals required for experimental work.

Biology BY400

Mature students may consider taking this course without having taken science at the first and second levels, but previous study at these levels would be an asset. The course is an acceptable preparation for Biology BY501. It is designed to answer the question, "What is life"? Students study where life occurs, the wide variation in the kinds of plants and animals, and the structure of cells as revealed by electron microscopes. The origins of life, the science of heredity, plant and animal communities are explored. Specimens for study are supplied at the appropriate stages in the course.

Geology GL300

This introductory course emphasizes the practical aspects of geologic study — the analysis of topographic and geologic maps and air photographs; the examination of rock, crystal and fossil specimens;

the testing of rock samples in the laboratory and in the field; and the practice of making geologic observations. The geological structure and history of Canada, its landscape features, and its rich and varied natural resources are examined and discussed. A student making satisfactory progress will receive rock and mineral samples on loan.

French

French is an optional subject at all levels, but there are many reasons why students may wish to choose it. It may be required for their particular objectives. It may have an appeal because of social, cultural, or economic values. The background gained in secondary school courses may well lead to further study at university or practice in conversation, leading to the pleasurable experience of talking with French-speaking people in their own language and reading French stories and plays without translations. It may even open up opportunities for interesting positions for those who acquire proficiency. The courses in French for English-speaking students offered through Correspondence Courses are planned to give a good foundation in French grammar and in the skills of reading and writing the language. Help in pronunciation and in spoken French is given through recordings loaned to the student and by guidance to records and tape recordings available for purchase and to TV and radio programs.

Intensive Courses

French F101

This course is for those without previous knowledge of French. A student will select it if he wishes to establish the basis for further study of French. The textbook used is *Cours primaire de français.* Practice in oral work is encouraged as indicated in the introductory paragraph.

French F201

This course continues the study begun in French F101 and completes the textbook *Cours primaire de français.* A simple authors text is included in the course. Practice in oral work is continued.

French F301

A student will select this course if he has French F201 or its equivalent and wishes to continue the study of French. In the textbook *Cours Moyen Part I* Lessons 1 to 12 are covered. An authors text is assigned for intensive reading and two texts for extensive reading for comprehension. Practice in oral work is continued.

French F401

The background for this course is French F301 or its equivalent. Lessons 13 to 26, *Cours Moyen Part I,* are covered. One text is assigned for intensive reading and other texts for extensive reading and comprehension. Additional reading is recommended. Practice in oral work is continued.

Grade 13 French F501

This advanced course in French combines authors and composition. The background required is French F401 or its equivalent. The course prepares the student for university studies in French, giving an introduction to critical appreciation of French literature: the short story, the play, the novel. Completion gives two credits toward the Secondary School Honour Graduation Diploma. The authors and composition textbooks for 1969-1970 are given on an earlier page of this booklet. Sight reading is included in the course. Composition covers study and drill in grammar, objective tests and creative writing. Aural work in dictation and comprehension is required.

Latin

For the student whose interest is in the humanities and who would enjoy digging into the past, the study of Latin offers a great deal. A student who would like to be able to read and to speak more effectively will find research into the Latin roots of English words of benefit for a better understanding of English. Experience proves that the student who intends to further his studies in modern languages to include the mastery of a highly inflected language such as Russian will profit greatly from the study of Latin. Enrolment at the first level is available to any secondary school student; for each succeeding level the student will need previous knowledge. These courses are designed primarily to help the student attain sufficient knowledge of the language to be able to read in the original language with some ease. He will read legends from ancient mythology that have inspired writers, poets and artists up to the present time. From selected Latin passages and from associated resource reading in English he will gain an insight into the Greco-Roman world and a fresh appreciation of these people whose arts, language and culture still influence western society.

Intensive Courses

Latin L201

The course is designed to introduce the student to the Greco-Roman world, its language, civilization and culture. This study of the Latin language for beginners emphasizes word recognition and will help the student to increase the effectiveness of his own use of the English language. The course is enriched by the use of learning charts and illustrations. Topics are introduced to depict Roman life and customs and to draw attention to the arts and sciences of the Roman people, whose influence is still felt in western society. This is a course that can be useful to any language student; it provides also the necessary background for more advanced levels in the study of Latin.

Latin L301

The course is designed to build upon knowledge gained in the previous course Latin L201 or equivalent and to help prepare the student to read and to write Latin more easily. There is interesting resource reading and the student is encouraged to do original projects on various aspects of Roman life. Among the projects suggested are a study of — Roman industry, law, social orders, the army, government, homes and building (roads, aqueducts, temples, fora). The course covers the grammatical constructions and vocabulary needed for entrance to Latin L401.

Latin L401

To take this course the student must have the background of Latin L301 or equivalent. The current trend to read Latin for content and appreciation of literature and literary style is emphasized. The course also includes necessary grammatical constructions and basic vocabulary. It draws attention to word forms and the recognition of linguistic changes. Latin L401 would be very useful to a student of any of the modern languages and to a student interested in writing and speaking English precisely.

Grade 13 Latin L501

This is an advanced course that provides two credits for the Secondary School Honour Graduation Diploma or for university entrance, and is an

excellent preparation for students intending to study modern or ancient languages. To take this course the student must have the background of Latin L401 or its equivalent. The course content stresses the appreciation of the works of Roman writers who lived in the "Golden Age" of Latin literature. Because of their universal appeal the works of these authors have been called "Classics". The course includes the necessary grammatical constructions required for reading at this level; it includes also some instruction on the techniques of library research, essay planning and writing. At the conclusion of this course the student should be able to read many Latin passages at sight and to appreciate the contribution of the ancient Romans to western civilization.

Non-intensive Courses

Typewriting I TY100

This is a beginner's course teaching the basic techniques for using the typewriter. (The student must supply his own typewriter.) The topics covered include the techniques of touch typing, the setup and placement of material, personal and business letters, and simple tabulation. The course provides a student with sufficient background in typewriting for personal use and a sound foundation for further development of the skill.

Typewriting II TY200

This course is designed to develop and expand the skills taught in Typewriting I TY100. (The student must supply his own typewriter.) It reviews the basic skills, and includes advanced tabulation, business letters, business forms, and duplicating methods. There is also considerable practice in simple composition at the typewriter, and in the use of punctuation. A student who completes his course should be able to fill the position of junior typist in a business office.

Office Practice OP300

This is a practical course in basic office procedures and advanced typewriting. It is designed to increase the student's speed and proficiency at the typewriter, and in completing and processing business forms. Among the topics included are statistical and legal forms, filing, office equipment, postal regulations and transportation. Completion of this course will improve the junior typist's skill in handling routine office procedures.

Shorthand I SH300

This is an introductory course in Pitman Shorthand. Students taking it will find a knowledge of typewriting an asset. The vocabulary is based on the 1,000 most common words, and covers the work in *The New Basic Course in Pitman Shorthand,* with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. The student must be able to obtain a record player capable of playing 45 r.p.m. records, which are supplied. Completion of the course provides a sound foundation for Shorthand II SH400.

Shorthand II SH400

This advanced course in shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation, and in producing an accurate and attractive transcript at the typewriter. Students should have standing in Shorthand I SH300 and Typewriting II TY200 or the equivalent before taking this course. It covers the work in the Pitman Shorthand Dictation and Transcription text, with increased emphasis on phrasing and expanded vocabulary. Records for dictation purposes are supplied. The student must be able to obtain a record player capable of playing both 45 and 33⅓ r.p.m. A student who completes this course should be qualified for a position as a junior stenographer in a business office.

Bookkeeping I BK200

This is an introductory course describing the principles and practices

used in setting up records, recording daily transactions, preparing financial statements, and adjusting and closing the books. A student who completes this course satisfactorily should be able to set up and operate a system for a small retail store. The course prepares a student for enrolment in Bookkeeping BK300.

Bookkeeping II BK300

As preparation for this course a student should have taken a first course in bookkeeping. It is designed to expand the knowledge of double-entry bookkeeping as applied to drafts, bank reconciliation, adjustments, classification and analysis of financial statements, partnership, payroll records, voucher system and non-trading organizations. The course prepares a student for enrolment in Accountancy AC401. A student who completes it should be able to maintain a simple set of books for a small business or fill a junior bookkeeper's position.

Intensive Courses

Accountancy AC401

This course teaches basic Canadian accounting practices. It provides detailed instruction on accounting procedures for a manufacturing concern, for a partnership, and for a limited liability company. It also deals with departmental and cost accounting. The required preparation for this advanced course in bookkeeping is Bookkeeping BK300 or an equivalent course. Accountancy AC401, in turn, prepares a student for AC501. A student should note that Accountancy AC401 does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

Grade 13 Accountancy Practice AC501

This is an advanced course in accounting. To take it, a student should have standing in Accountancy AC401 or the equivalent. The course gives a thorough coverage of accounting for bond issues, reserves and allowances, interpretation of accounting data, the voucher system, and developments in accounting procedures. A student should note that Accountancy Practice AC501 does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

Non-intensive Courses

Non-sequential Commercial Courses

Business Practice BP100

The object of this course is to give the student some knowledge of modern business practices and papers so that he may carry out common business transactions. It is a very elementary course dealing with business procedures as they apply to a student's personal, social, and business life. It is not recommended for mature students.

Marketing I MK300

This introductory course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. The course begins with a study of the producer and consumer, and how

marketing brings these two together. It then examines the different types of retail organizations and shows the advantages and disadvantages of operating as a department store, chain store, or discount store. The mechanics of starting a retail establishment are outlined; and such topics as store ownership and financing, store location, store equipment, and merchandise purchasing and pricing are studied in detail. The course concludes with a brief study of salesmanship.

Business Organization and Management BO300

This introductory course is a study of the world of business. It examines the way in which businesses are owned, organized and managed. The course begins with a study of the different forms of business ownership, concentrating on the corporate form and examining the problems of large corporations. The effects on business of the activities of the three levels of government are also examined. The second half of the course involves a specific study of business operations — how a business is organized in preparation for production, and the complexities of the actual production process. Departments that exist in a large business, such as the finance department and the personnel department, are discussed. The student should note that the course is not intended to qualify him as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.

Business Law BL400

This is an introductory course in Canadian business law, designed to provide a student with knowledge of the law as it applies to ordinary business and private affairs. The student may gain some knowledge of his legal rights and obligations, and learn to recognize situations in which he should obtain professional legal advice. The course does not prepare him to handle legal affairs. It begins with a brief study of the origin of law, classes of law, and the administration of law. The course concentrates on business law, with a detailed study of the laws of contracts. A student's first reaction to this topic may be that a knowledge of the laws of contracts would be of little use, but he soon discovers that a contract can take many forms and that he himself is entering into contracts continually. The course concludes with a brief look at the laws pertaining to negotiable instruments, employment, and sales.

IV VOCATIONAL COURSES

1. Canadian Vocational Correspondence Courses

Correspondence courses in a number of vocational fields have been prepared by various Canadian provinces. They are offered to adults living in any part of Canada on the payment of a nominal fee.

The courses are likely to be useful to tradesmen or others wishing to learn something of the theories and principles of a particular trade. Completion of any of the courses does not give standing towards any secondary school diploma and does not confer certification in any trade. Correspondence courses are not offered in secondary school technical and vocational subjects.

The Canadian Vocational Correspondence Courses prepared by Ontario are as follows:

Automotive Mechanics I:
This course covers the fundamental principles of the construction and operation of the essential mechanical and electrical units of the typical modern automobile.

Automotive Mechanics II:
This course covers methods of servicing, reconditioning and remanufacturing automobile engines, and the operation and servicing of the common types of carburetors. Each lesson includes a project based on practical observation.

Automotive Mechanics III:
This course covers the electrical systems of modern automobiles and gives a general outline for servicing them.

Carpentry I:
This course covers the fundamental principles of woodworking.

Carpentry II:
This course describes the operations required to complete the framework and outside finish of a frame house.

Carpentry III:
This course has as its main topics the trim and inside finish of a house.

Machine Shop Practice I:
This course covers the fundamental principles and operations of bench work.

Machine Shop Practice II:
This course covers the fundamental principles and operations of machines commonly used in a machine shop.

Machine Shop Practice III:
This course covers more advanced bench and metallurgical work.

Radio Theory and Practice I:
This course covers the fundamental principles of electricity and the operation of standard receiving sets.

Radio Theory and Practice II:
This course covers radio servicing.

Each of the Ontario courses consists of 20 lessons. Each lesson requires ten or more hours of study and includes a written assignment which

may be sent in for correction. A student must make his own arrangements for accomplishing any practical work suggested. No additional textbook need be purchased, but a list of supplementary references is provided. Any of the courses may be commenced at any time. Application Form D can be obtained from the Correspondence Courses Section.

The fee for each of the Canadian Vocational Correspondence Courses prepared by Ontario is $10. A money order for this amount must accompany the student's application for enrolment. The money order should be made payable to the Treasurer of Ontario.

Some of the Canadian Vocational Correspondence Courses prepared by provinces other than Ontario are in subjects not offered by Ontario. The following are a few examples. Further particulars about these courses and application forms may be obtained from the addresses given.

Blueprint Reading:
Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Commercial Art:
Director of Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Drafting:
Director of Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Electricity:
Director of Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Stationary and Power Engineering:
Correspondence Instruction Division
Southern Alberta Institute of Technology
Calgary, Alberta

Correspondence Courses
Department of Vocational Education
Fredericton, New Brunswick

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Diesel Engines:
Director, Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Oxy-Acetylene Welding:
Government Correspondence School
Department of Education
Regina, Saskatchewan

2. Other Sources for Vocational Courses

Ontario has many institutions offering vocational training through day or evening classes.

A person wishing to obtain standing in secondary school technical or vocational subjects should enquire at his local secondary school about the possibility of covering the subjects in class.

A person wishing to obtain training as a tradesman or standing as a technician should enquire about the availability of courses at the following:

A. Colleges of Applied Arts and Technology in these locations:

Algonquin College of Applied Arts and Technology	1385 Woodroffe Ave. Ottawa, Ontario
School of Business Campus	224 Carling Ave. Ottawa, Ontario
School of Technology Rideau Campus	200 Lees Ave. Ottawa, Ontario
Upper Ottawa Valley Campus	315 Pembroke St. East Pembroke, Ontario
St. Lawrence College of Applied Arts and Technology	P.O. Box 6000 Kingston, Ontario
Cornwall Campus	P.O. Box 399 Cornwall, Ontario
Sir Sandford Fleming College of Applied Arts and Technology	P.O. Box 653 Peterborough, Ontario
Forestry Campus	33 Russell St. East Lindsay, Ontario
Loyalist College of Applied Arts and Technology	P.O. Box 4200 Belleville, Ontario
Durham College of Applied Arts and Technology	Simcoe St., P.O. Box 385 Oshawa, Ontario
Centennial College of Applied Arts and Technology	651 Warden Ave. Scarborough, Ontario
Transportation and Industrial Power Technology Division	936 Warden Ave. Scarborough, Ontario
Humber College of Applied Arts and Technology	
Northern Campus	P.O. Box 1900 Rexdale, Ontario
Southern Campus	3495 Lakeshore Blvd. Toronto, Ontario
Queensway Campus	56 Queen Elizabeth Blvd. Toronto, Ontario

Seneca College of Applied Arts and Technology	
Sheppard Avenue Campus	43 Sheppard Ave. East Willowdale, Ontario
Finch Avenue Campus	1750 Finch Ave. East Willowdale, Ontario
Sheridan College of Applied Arts and Technology	
Main Campus	98 Church St. East Brampton, Ontario
Lorne Park Campus School of Design	1460 South Sheridan Way Port Credit, Ontario
Mohawk College of Applied Arts and Technology	220 Dundurn St. South Hamilton, Ontario
Wentworth Street Campus	196 Wentworth St. North Hamilton, Ontario
New Campus Building	Fennell Ave. and West 5th St. Hamilton, Ontario
Niagara College of Applied Arts and Technology	Woodlawn Rd. Welland, Ontario
School of Horticulture	Niagara St. St. Catharines, Ontario
Fanshawe College of Applied Arts and Technology	P.O. Box 4005, Terminal C 1460 Oxford St. London, Ontario
St. Clair College of Applied Arts and Technology	660 Ouellette Ave. Windsor, Ontario
Northern Campus	815 Mercer St. Windsor, Ontario
Southern Campus	2000 Talbot Rd. West Windsor, Ontario
Lambton College of Applied Arts and Technology	P.O. Box 969 South Vidal St. Sarnia, Ontario
Conestoga College of Applied Arts and Technology	299 Doon Valley Dr. Kitchener, Ontario
Georgian College of Applied Arts and Technology	401 Duckworth St. Barrie, Ontario
Cambrian College of Applied Arts and Technology	261 Notre Dame Ave. Sudbury, Ontario

North Bay Campus	P.O. Box 478 Worthington and Ferguson North Bay, Ontario
Sault Ste. Marie Campus	P.O. Box 60 443 Northern Ave. Sault Ste. Marie, Ontario
Northern College of Applied Arts and Technology	P.O. Box 1062 155 Pine St. South Timmins, Ontario
Porcupine Campus	P.O. Box 160 South Porcupine, Ontario
Kirkland Lake Campus	118 Government Rd. East Kirkland Lake, Ontario
Haileybury Campus School of Mines	P.O. Box 428 Haileybury, Ontario
Confederation College of Applied Arts and Technology	P.O. Box 398 Fort William, Ontario
Campus — c/o Sir Winston Churchill C.V.I.	Parkway Dr. Fort William, Ontario
George Brown College of Applied Arts and Technology	21 Nassau St. Toronto, Ontario
Dartnell Campus	37 Dartnell Ave. Toronto, Ontario
Terauley Campus	51 Terauley St. Toronto, Ontario

B. Ryerson Polytechnical Institute, 50 Gould Street, Toronto

C. any secondary school where Advanced Technical Evening Courses (ATEC) are offered

Ontario residents wishing information about apprenticeship training should apply to the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.